

Catalog Records

LRDA Number 20070893

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series consists of electronic or physical records identifying and describing books and other materials in library collections. Information usually includes name of author, title, subject, publisher, publication date, and call number.	Until superseded or no longer needed for reference.	This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling.	None	None

Collections of Fines and Fees

LRDA Number 20070894

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series documents money received for library fines, lost books, copy machine use, laser prints, facsimile services, computer-assisted legal research, and similar fines or fees. Information usually includes amount of money received, what the money was received for, date, and signature of person receiving payment.	Until annual audit is completed	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 354.624, NRS 239.013, NAC 239.165 (1)(2)	None.

Copy Log

LRDA Number 20070895

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series documents copy machine usage.	Until annual audit is completed	This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling.	NRS 354.624	None

Narrative Reports

LRDA Number 20071561

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series consists of annual reports relating to law library statistics on expenditures, circulation, attendance, print and non-print inventory, services and/or programs and other pertinent information.	Retain annual reports Permanently. Retain other activity/program reports (not otherwise scheduled in this section) for a minimum period of two (2) calendar years from the year created.	This record series should not contain confidential or restricted information. Non-permanent records may be destroyed in a non-secure manner such as deleting or recycling.	None	None

Register of Borrowers

LRDA Number 20070898

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series contains information on individuals granted borrowing privileges. Information includes patron's name, law library card information, item borrowed, due date, and date returned.	One (1) calendar year after last activity shown on register.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 239.013, NAC 239.165 (1)(2)	None.